



# **Procedure: FUNDING OF PUBLICATION COSTS FOR RESEARCH AND SCHOLARLY ACTIVITY**

## **Policy: RESEARCH AND SCHOLARLY ACTIVITY**



**Procedure: Funding of Publication Costs for Research and Scholarly Activity**

**Functional Area:** ADMINISTRATIVE

**Policy Referenced:** Research and Scholarly Activity

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**Status:** DRAFT

**Effective:** When approved

**Procedural Contact:** Associate Dean of Research and Innovation

**Responsible Office:** Research and Innovation

**Last Reviewed/Updated:** New

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**Purpose:** The purpose of this document is to outline the procedure for payment of funds to support publication costs arising from the research and scholarly activity efforts of UIWSOM faculty, staff and students.

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**Policy Reference:** Research and Scholarly Activity

**Procedure:** The Office of Research and Innovation (ORI) is committed to providing support to defray or cover the costs of publications arising from the research and scholarly activity efforts of UIWSOM faculty, staff, and students. **Your acceptance of ORI support for publication charges obligates you to present at a monthly Chalk and Talk session and to present your findings at the UIWSOM Research Day in April.** Faculty and students may request funding for more than one manuscript during an academic year providing the manuscripts describe substantially different studies.

ORI requests that publication costs be kept at \$2,000.00 maximum per publication. ORI will carefully review the cost request and retains the right to suggest alternative options for publication. If the publication cost is over \$2,000.00, then the manuscript will be vetted by the Research and Scholarly Activities Committee (RSAC).

Phase 1: Faculty, staff, or students requesting support for publication must provide the following to the ORI at the time of manuscript submission to be reviewed by the RSAC:

1. A formal request for support for the publication of "Manuscript title" in the Journal titled "XXX".
2. Students are required to have a UIW faculty co-author on the manuscript.
3. Some funding sources provide funds for publication, therefore the faculty /PI must provide a statement that there are no other funds available for payment of publication costs.
4. The ORI budget dedicated to support publication is finite. If the funds are exhausted prior to the end of the fiscal year, ORI will not be able to support any further publication costs during that fiscal year.
5. Please include a copy of the manuscript and estimated publication cost.
6. ORI requires that the applicant be in good academic and professional standing for support. Letter of academic and professional standing (dated from current semester). The request for academic and professional standing is: <https://form.jotform.com/212796139070155> (Please note, it will take up to 7 days to receive your letter of standing.)

Phase 2: If your request for publication funds is approved, as soon as possible after acceptance, provide the following:

1. Official notice of acceptance
2. The publisher must send an invoice detailing the publication charges. Please have the invoice addressed as follows:  
Bill To:  
Dr. Steve Mifflin  
University of the Incarnate Word  
Accounts Payable, CPO 287  
4301 Broadway  
San Antonio, TX 78209  
United States
3. In addition to the invoice, the publisher must also provide a copy of their W-9 (W-8BEN-E) so that UIW Accounts Payable can treat the publisher as a vendor.
4. Some journals have strict deadlines and allow short time between acceptance and payment of page charges. The Office of Research and Innovation will do our best to accommodate your timeline.

5. A year after the publication date, ORI will contact you requesting a brief summary of any activities that were the result of this publication.

Our goal is to facilitate the dissemination of UIWSOM research findings in reputable, quality journals to enhance the reputation of UIWSOM. **Authors should be aware of and not submit to journals with reputations that are not consistent with the quality the UIWSOM is striving for.** Please check Beall's List of possible predatory publishers (<https://scholarlyoa.com/publishers/>) prior to deciding where to submit your work. The Research and Scholarly Activity Committee (RSAC) retains the right to reject a request for funding of publication costs if the journal is not considered appropriate.

The decisions to provide or deny support as well as the level of support will be made by the Chair and the Vice-Chair of the RSAC. Should they disagree on a decision, the matter will be discussed before the RSAC to reach a final decision.